

AUTHORIZATION

| AUTHORIZATION TO DISCLOSE RECORDS OF: | | | | | |
|---|--|--------------------------------------|---------------------|---|--|
| NAME LAST | FIRST | MIDDLE | DATE OF BIRTH | | |
| The following information may help in locating records: | | FORMER NAMES | | | |
| CLIENT IDENTIFICATION NUMBER | OTHER IDENTIFICATION NUMBER | DATES OF SERVICE | LOCATION OF SERVICE | | |
| DISCLOSE TO: | | | | | |
| NAME LAST | FIRST | MIDDLE | TITLE | | |
| ORGANIZATION OR BUSINESS NAME IF APPLICABLE: DOC/DSHS | | | | | |
| ADDRESS | | CITY | STATE ZIP CODE | | |
| TELEPHONE NUMBER (INCLUDE AREA CODE) | FAX NUMBER (INCLUDE AREA CODE) | E-MAIL ADDRESS | | | |
| REASON FOR DISCLOSURE | | | | | |
| AUTHORIZATION: | | | | | |
| <p>SOURCES: I authorize the following programs to disclose or give access to confidential information about me as described below. Information may be provided verbally or by computer data transfer, mail, fax, or hand delivery.</p> <p><input type="checkbox"/> The following programs only (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Aging and Disability Services Administration <input type="checkbox"/> Economic Services Administration assistance programs <input type="checkbox"/> Financial Services Administration <input type="checkbox"/> Medical Assistance Administration <input type="checkbox"/> Division of Vocational Rehabilitation <input type="checkbox"/> Other: _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Children's Administration <input type="checkbox"/> Division of Child Support <input type="checkbox"/> Juvenile Rehabilitation Administration <input type="checkbox"/> Division of Alcohol and Substance Abuse <input type="checkbox"/> Mental Health Division including state hospitals </td> </tr> </table> <p><input checked="" type="checkbox"/> All parts of the Department of Social and Health Services (DSHS)</p> | | | | <input type="checkbox"/> Aging and Disability Services Administration <input type="checkbox"/> Economic Services Administration assistance programs <input type="checkbox"/> Financial Services Administration <input type="checkbox"/> Medical Assistance Administration <input type="checkbox"/> Division of Vocational Rehabilitation <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Children's Administration <input type="checkbox"/> Division of Child Support <input type="checkbox"/> Juvenile Rehabilitation Administration <input type="checkbox"/> Division of Alcohol and Substance Abuse <input type="checkbox"/> Mental Health Division including state hospitals |
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| <p>RECORDS: I authorize the following records to be disclosed:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Client records held by parts of DSHS marked above <input type="checkbox"/> Confidential records held by parts of DSHS marked above <input type="checkbox"/> The following records only: </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> All my client records <input type="checkbox"/> Records on the attached list </td> </tr> </table> <p>I want to limit the records to be disclosed as follows (by date, type of record, etc.):</p> | | | | <input type="checkbox"/> Client records held by parts of DSHS marked above <input type="checkbox"/> Confidential records held by parts of DSHS marked above <input type="checkbox"/> The following records only: | <input checked="" type="checkbox"/> All my client records <input type="checkbox"/> Records on the attached list |
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| PLEASE NOTE: If your client or confidential records include any of the following information, you must also complete the below section to allow disclosure of these records. | | | | | |
| <p>SPECIAL RECORDS: I give my permission to disclose the following records (check all that apply):</p> <p><input type="checkbox"/> HIV/AIDS and STD test results, diagnosis or treatment records (RCW 70.24.105)</p> <p><input checked="" type="checkbox"/> Mental health records (RCW 71.05.620) including:</p> <p><input checked="" type="checkbox"/> Chemical Dependency (CD) records (42 CFR Part 2) including:</p> | | | | | |
| <ul style="list-style-type: none"> This permission is valid for <input type="checkbox"/> 90 days or <input type="checkbox"/> until <u>entire length of supervision by DOC</u> (date or event). I may revoke or withdraw my permission in writing at any time, but that will not affect information already disclosed. I understand that my records may no longer be protected under the laws that apply to DSHS after this disclosure. A copy of this form is valid to give my permission to disclose records. DSHS may charge to provide copies of its records. | | | | | |
| AUTHORIZED BY (SIGNATURE) | DATE SIGNED | TELEPHONE NUMBER (INCLUDE AREA CODE) | | | |
| PRINT NAME | WITNESS/NOTARY (SIGN AND PRINT NAME, IF APPLICABLE) | | | | |
| <p>If I am not the person who is the subject of the records, I am authorized to sign because I am the: (attach proof of authority)</p> <p><input type="checkbox"/> Parent of minor <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Personal Representative <input type="checkbox"/> Other:</p> | | | | | |

Notice to those receiving information: If these records contain information about HIV, STDs, or alcohol or drug abuse, you may not further disclose that information under federal and state law without specific permission of the subject and meeting specific legal requirements.

INSTRUCTIONS FOR COMPLETION OF AUTHORIZATION FORM

Purpose: You should use this form when you want DSHS to be able to disclose confidential information about you to another person (including an attorney, a legislator, or a relative). You may give permission to disclose all confidential records DSHS has about you or you may limit your permission to specific records or parts of the agency. This form will also permit DSHS to discuss your situation verbally with the person you authorize.

Notice to Clients: Most client information DSHS has is confidential and will not be disclosed to others unless you grant permission or if disclosure is allowed by law. After DSHS discloses your confidential information, please be aware that the recipient may not protect your records under the same laws that apply to DSHS. DSHS cannot refuse you benefits if you do not sign this form to allow disclosures to DSHS unless your authorization is needed to determine eligibility. For information on how DSHS shares client confidential information and your privacy rights, please consult the DSHS Notice of Privacy Practices or ask the person who gave you this form.

Use: You may fill out this form electronically or by hand. Use the tab key on a computer to move between fields. **A separate form must be completed for each person whose records are requested, including children.** "You" refers to the subject of the records.

Parts of Form:

IDENTIFICATION OF SUBJECT OF RECORDS:

- **Name:** Provide your full name or the name of the person whose records are requested if you are acting for someone else.
- **Date of birth:** Please include this information needed to identify you from persons with similar names.

OPTIONAL INFORMATION to help locate records:

- **Former names:** Include any other names that have been used when receiving benefits or services.
- **Client identification number:** Provide any number that DSHS may have assigned.
- **Other identification number:** Include a social security number or other identifier that could help locate DSHS records.
- **Date and location of services:** Provide this information to help DSHS identify and locate the records you want disclosed.

PERSON RECEIVING RECORDS:

- **Identification:** Please fill out this section as fully as possible so we can contact the person or organization who will have access to your confidential information.
- **Reason for Disclosure:** This information is required before DSHS can share drug and alcohol or mental health records. If you do not fill in this field, DSHS will note the reason for disclosure as being at your request.

AUTHORIZATION:

- **Parts of DSHS:** Please mark either the parts of DSHS you want to disclose records or mark the bottom box in this section if you want to give access to all records DSHS has about you. Write in the name of program in "Other" if not in the list.
- **Information disclosed:** Indicate what records that you want disclosed. You may allow disclosure of all or part of your DSHS client records. You may also limit disclosure to client records held only by the parts of the agency marked in the section above, or to specific records listed on this form or on an attachment you sign. If there are any limitations on what records you want disclosed, either list specific records or describe the limits, such as by date of services or type of record.
- **Restricted records:** If any of the records may include information about HIV/AIDS or STD testing or treatment, mental health treatment, or drug and alcohol services, you must check each item to allow DSHS to disclose these records. You need to complete a separate form to authorize disclosure of psychotherapy notes (45 CFR 164.508(b)(3)(ii)).
- **Validity:** This form is valid to give access to information currently held by DSHS. Your permission expires 90 days after signature or on any other date you provide, except disclosure of information by a health care provider about your future health care is limited to 90 days under RCW 70.02.030. You may revoke the authority to release records in writing at any time but it will be too late to take back information already disclosed.
- **Cost:** The public disclosure law in RCW 42.17.260 and WAC 388-08-080 allows DSHS to charge for copies of records plus postage. State hospitals and health care facilities may impose a higher charge for patient records under Chapter 70.02 RCW.

SIGNATURES:

- **If you are the subject of the records,** sign and also print or type your name below. Insert the date you signed plus your telephone or contact number.
- **If you are signing for another person,** indicate why you can do so on the last line and attach a copy of the court order or other document giving you legal authority. Children must also sign to give permission to disclose their own confidential records if they are over the age of consent (13 for mental health and drug and alcohol services; 14 for information about HIV/AIDS or other STDs; any age for birth control and abortions; 18 for health or other records).
- **Witness or notary:** A witness or notary may be needed to verify your identity if you do not submit this form in person or if a program requests verification. This person should sign and print his or her name.

NOTICE TO DSHS: If these records contain HIV or STD information, DSHS must notify recipients that the information is confidential and that they may not further disclose the records without a specific authorization as required by RCW 70.24.105(5). If DSHS sends copies of records regarding drug or alcohol services under this authorization, DSHS must include the following statement when disclosing information as required by 42 CFR 2.32:

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.